

Chapter 6 Pay Item Development Process

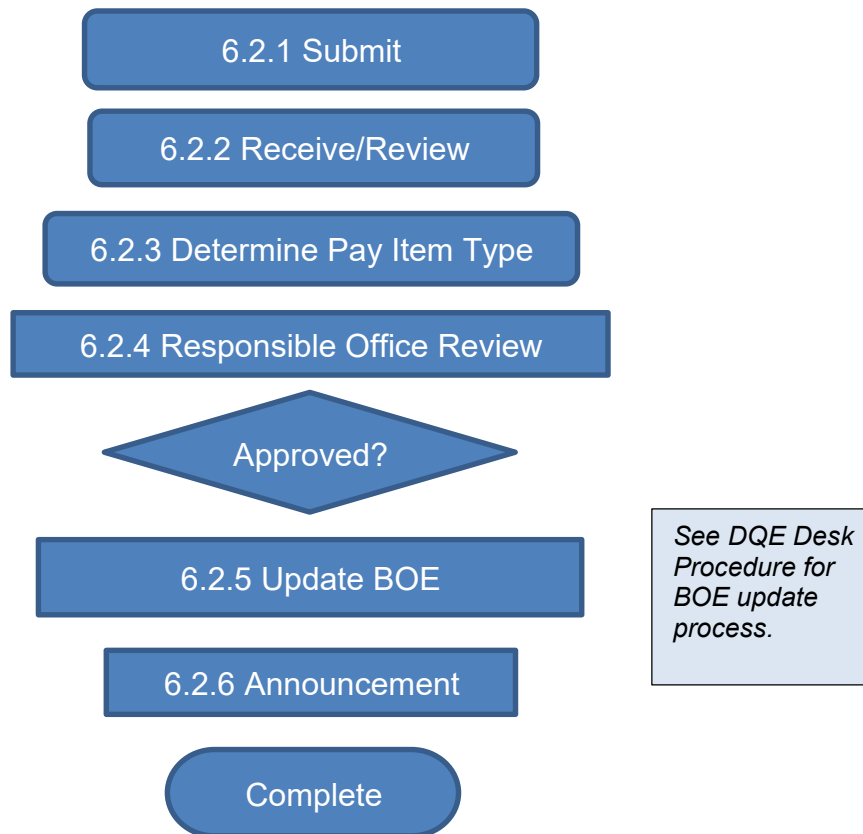
6.1 General

The pay item development process below outlines the process needed for establishing and maintaining pay items. The pay item should be coordinated with specifications and plans development. Use this guide when expanding, activating, or requesting specific types of pay items.

Pay Item Requests should be submitted at Phase 2, or as soon as the need is identified, so that the correct pay item and quantity can be loaded for Phase 3. Refer to the **Specifications Handbook** and **FDM** for further guidance.

NOTE: Central Office Estimates will make every effort to respond to a Pay Item Request within 24 hours. Pending specification concerns and/or incomplete requests may delay the review time and actions outlined below.

6.2 Pay Item Request Steps



6.2.1 Submit the Pay Item Request (Step 1- Designer)

The pay item request should be accompanied by supporting information to assist with the review of the pay item, to ensure that the Plans, Specifications and Estimates (PS&E) components are working together.

Plans: Indicate whether the standard plans, approved modification, or a project specific detail will be used. For items reviewed by the Responsible Office, words or draft plan sheets will help identify the location, conditions, and related details.

Specifications: Indicate whether the standard specifications book (ebook), Special Provisions (SP), Developmental Specifications (DevSpec), Modified Special Provisions (MSP), or Technical Special Provisions (TSP) will apply.

Estimates: Indicate whether an existing pay item structure applies, or if a new/project specific pay item is needed.

TO: FDOT-PayItems@dot.state.fl.us , District Estimates Engineer (as applicable)
COPY: FDOT Project Manager, District Specifications Engineer (as applicable)
FROM: Designer

SUBJECT: PROJECT 123456-1-52-01, Pay Item Request for Item 123-456- A

Please activate/create the following pay item(s):

123- 4- 5 Widget, per EA

Plans: Index 123-001

Specs: Section 123 or attached draft spec/modification

Additional Notes/details, attachments, as applicable

Contact:

Joe Smith, ZZZ Consulting, 1-555-555-5555

Joe.Smith@zzzConsulting.com

Hints: DO NOT copy/attach standard plans, standard specifications, or BOE text that is available online.

DO attach project specific plan sheets or draft specification, modifications, etc. to help with the review.

Approximate time to prepare email: Normally less than 5 minutes. Actual time may vary based on plans phase and details submitted.

6.2.2 Review the Pay Item Request (Step 2- Estimates)

The pay item request will be reviewed by Central Office Estimates, to determine if PS&E needs above been addressed.

Hint: See BOE for related items and/or Step 4 for information Responsible Office may need to complete review.

Approximate time: Normally less than 5 minutes to review email request

6.2.3 Determine the Pay Item Type (Step 3- Estimates)

Verify the pay item type, based on the applicable specification(s). See the Specifications Office's web page at <https://www.fdot.gov/programmanagement/specs.shtm> for a complete description.

Approximate Time: Normally less than 5 minutes. Time may vary, depending upon proposed specification type.

Standard/Special Provision: Specification is available in either the Standard Specification Book and/or workbook.

Hint: Standard pay items normally exist for standard specifications or standard plans; items for additional sizes, materials, or operations may need to be activated.

Developmental/Monitored: Specification is available, upon approval of the Monitor. Project Specific Pay items are activated following the spec approval. Details are available at:
<https://www.fdot.gov/programmanagement/OtherFDOTLinks/Developmental/Default.shtm>

Hints: Work with the District Specifications Engineer to follow the Developmental Specification Process. See FDM 115 for guidance. Proceed to Step 5 upon Developmental Spec approval.

Modified Special Provision (MSP) or Technical Special Provision (TSP): Pay item will be based on the project specific needs.

Hints: See the Specification development information at <https://www.fdot.gov/programmanagement/specs.shtm> Include the draft MSP or TSP for the responsible office's review.

Reminder: Technical Special Provisions are used when a Standard Specification or Special Provision does not exist. Changes to an existing specification should be made through a Modified Special Provision, subject to the approval of the State Specifications Engineer. Coordinate with the District Specifications Office, as needed. Responsible Office's review time may vary; see Step 4.

6.2.4 Reviews (Step 4- Responsible Office)

The Responsible Office should consider the existing specification, existing standard plans, and existing guidance, with respect to the proposed changes. Some of the questions/concerns to be addressed include:

Plan Details/Standard Plans:

Should the Standard Plans be used? Has a design variation, per the FDM, been submitted?

Are appropriate notes/details shown in the project specific plan details, without duplicating/conflicting with the specifications?

Specifications:

Should the existing Standard Specification or Special Provision be used?

Is a Developmental Specification available? Has a request been submitted?

Is a Technical Special Provision needed, due to lack of existing specification?

Should a Modified Special Provision be considered?

Does the specification use/affect the Approved Products List (APL)?

Reminder: When a specification is modified, the APL cannot be used for that specification section/item; the APL is valid only for products meeting the Standard Specification. Additional information is available at <https://www.fdot.gov/programmanagement/ProductEvaluation/Default.shtm>

Have the material requirements been addressed? Is there a Division III specification?

Are there any means/methods required? Should these be up to the contractor?

Has the AASHTO format been followed, including Description, Materials, Installation/Acceptance, Method of Measurement, and Basis of Payment?

Estimates:

Has the unit of measure, method of measurement, and basis of payment been addressed?

Are there any plan/pay item notes which duplicate, modify, or conflict with the measurement and payment?

If a pay item structure or item is needed, the Responsible Office will coordinate with Central Office Specifications and Estimates.

NOTE: Pay item descriptions are NOT changed. "Old specifications" use "Old pay item number", while "new/updated specifications" use "new pay item number". Additional details are in Chapter 10.

Criteria:

Has the FDM guidance been followed for design decisions?

Are other FDOT handbooks or manuals applicable, such as the FDOT Design Manual (FDM), Traffic Engineering Manual (TEM), Construction Project Administration Manual (CPAM)?

Are other external handbooks or test methods applicable, such as the Manual for

Uniform Traffic Control Devices (MUTCD), American Society for Testing and Materials (ASTM), or Federal Highway Administration (FHWA)?

The responsible office will work together with the above groups when a significant change is proposed, to reduce the potential “unintended consequences”. The affected offices will coordinate the implementation date, as needed.

Approximate time: *Responsible Office’s review time may vary, depending upon material submitted and scope of the change. A response within two working days is normal. Full implementation may depend upon publication dates of affected standards, specifications, or other criteria.*

6.2.5 Update the BOE (Step 5- Estimates)

Upon approval of the Responsible Office, the pay item structure will be created/updated. Pay Item(s) for the applicable operation, size, shape, etc. will be activated. Items will be immediately available through the Designer Interface.

CO Estimates will respond to the original email request.

Approximate time: *5 minutes to activate pay item. 5-10 minutes to update the BOE if pay item structure changes are needed.*

6.2.6 Announcements (Step 6- Estimates and/or Responsible Office)

For project specific pay items or issues with no impact to others, an announcement will not delay implementation. The pay item activated in Step 5 is available immediately.

For changes affecting multiple projects, an announcement is normally provided. This may be completed through the BOE update, an internal FDOT email, Memorandum, or Bulletin, depending upon the number of projects and the effective letting date. The responsible office should work with the FDOT Coordination Team (C-Team) to discuss changes affecting multiple projects across multiple districts.

Approximate time: *varies, depending upon the level of coordination completed during step 4.*

Reminder: *The issue is NOT COMPLETE, until the all coordination and announcements are finalized. The Responsible Office will track this step.*

6.3 Pay Item Request Form Instructions

Use of the Pay Item Request Form is optional. While most requests are submitted through e-mail, a Pay item request form 600-000-02 is available through the Policy and **Process Management Office’s** web page at <https://fms.fdot.gov/> The form may be helpful to identify information that is needed to complete the steps of the pay item request process for new pay item structures.

To complete the form, **the Originator completes the fields marked with an asterisk (*)**. The Originator may be a Consultant Designer (for project specific needs), an FDOT Designer (for new products, processes, etc.) or any FDOT Employee (for implementing policy or procedures).

Fields without an asterisk (*), or unknown information, may be left blank. They will be completed by the BOE Coordinator and/or Responsible Office, as necessary.

Pay Item Structure (Group level for Pay Item Numbers):

*Pay item structure numbers will be assigned by the Basis of Estimates Coordinator in the Central Office. Specification Section numbers will be selected with recommendations from the State Specifications Office. See additional guidance in **Chapter 10** for Formatting Pay Items.*

Guidelines for new pay item structures 0123-456-789:

- First three digits (123) match the Specification Section. See also Developmental Pay Items for special cases.
- Digits 456-789 are right justified within the group.
- Variables ABC-DEF may be used to define operation, size, shape, color, type, etc. when needed to separate items with significantly different cost. *Variables that can be defined in the plans or specifications do not need separate pay items, if the cost is similar.* Contact the Basis of Estimates Coordinator for assistance.

When install, relocate, or other non-furnish operations are defined, the remaining variables may be blank or zero. These should be clearly indicated with the structure.

***Description:**

Describe the new pay item so that this "name" best communicates what this item is used for.

***Unit of measure:**

Identify the unit of measure. A maximum of two characters used to abbreviate the method of measure for this item. See **Chapter 2** for acceptable units.

***Requested Action:**

Check the type of action requested: New Item or Permanent Block. When this item is to be coordinated with other pay items, specifications, or standard plans, note the related item(s), i.e. Item No. ###-abc-def, or "MOT items for updated standards". An expanded pay item structure is considered a "new item".

***Structure:**

See above for Pay Item Structure guidelines.

Additional parameters which do not affect the price may be detailed in the plans; DO NOT create additional pay item structures for these parameters. Limited structures can be used to encourage price competition between products that perform similar functions and/or

provide similar end results. Use additional sheet(s) if necessary.

***Detail Information:**

Describe the item, application, recommended use, materials, etc. This information will be used to help identify the appropriate pay item, and cost estimate distribution. This information is used in the Basis of Estimates detail to assist designers in the selection and quantity calculations of an item.

Text may include "Use When..." , "Do not use when..." , "Estimate xx items per..." , and/or "Item(s)... are recommended/required when this item is used."

The pay item detail information is not a substitute for specifications. In case of doubt, always refer to the applicable specification(s) for a complete description of the work to be completed, materials, measurement, and payment.

***Method of Measurement, Precision:**

Describe the Method of Measurement in the specification. The precision is based on the unit of measure, per Chapter 2.

***Plan Quantity:**

Yes, if payment of the item is based on Plan Quantity, subject to specifications. No, if payment is based on Field Measurement.

Ensure that this selection matches compensation information in the applicable specifications.

Documentation-

***Specification- Section, Article; Tech Specs?:**

- ***For items with existing or related specifications*** (requests for items with new size, shape, or function), refer to the applicable Section number.
- ***For project specific items*** without existing specifications (requests for items with limited use or project specific conditions), contact the District Specifications Office; a copy of the Technical Special Provision will be required with the pay item request form.
- ***For new, general use items*** without existing specifications (requests for items based on changes to standards, specifications, and or policy), contact the State Specifications Office. The implementation of these items will be coordinated with all affected offices.

Specifications Submitted, Date:

List the name of the person originating the specification, and the date it was sent to the Specifications Office.

***FDOT Design Manual:**

Refer to Chapter for applicable information. If a revision is necessary, contact the State Roadway Design Office to propose revision(s).

***Standard Plans, Index No(s):**

Applicable *Standard Plans*, with index number(s). If a revision is necessary, contact the applicable office.

***Summary Box or Tabulation Sheet:**

Applicable Summary Box or Tabulation Sheet for documentation of quantities. Refer to Chapter 8. Changes to the summary box(es) or tabulation sheet(s) must be coordinated with CADD Support and Estimates.

***Shop Drawings:**

If shop drawings will be required, circle yes, otherwise circle no.

***Plan Notes:**

If plan notes will be required, provide sample text of note. (Plan notes should not replace or duplicate specification text.) All plan notes should be coordinated with the FDM text.

Other:

If use of this item is included in other documentation (Drainage, Pavement Design, Traffic Signals, or other Manual/Handbook), note applicable volume, chapter, or edition. If revisions are necessary, coordinate changes with applicable office.

Responsible Office Approval, Date:

The Responsible Office will depend upon the applicable specification section(s).

Cost Data-

Related Pay Item(s), Unit Price, Additional Cost, Manufacturer/Supplier(s):

For items similar in cost, provide related item numbers. If no similar items exist, provide price and availability information. Unit price, per the specification, normally includes cost of material installation, delivery, incidental materials, etc.

Estimator's Approval, Date:

Estimates review of the proposed price and/or related items.

***Originator-**

Name, Date, Office, Phone, District:

The originator may be a Consultant or FDOT employee, currently working on the project for which the item is requested. This person should be able to answer any additional questions regarding the use/application of this item. Complete information as requested.

District Estimates Office Approval:

For Items originating in the districts, the District Estimates Engineer should sign, indicating that the form contents have been completed and reviewed.

Central Office Approvals-

Design Coordinator, Specifications Coordinator, BOE Coordinator:

Each person responsible for approval should verify that requested action is necessary,

meets existing/proposed standards, guidelines, handbooks, etc, and is not in conflict with existing item(s).

**Implementation Notes and Effective/Obsolete Dates-
Effective Letting Date, C-Team Issue #, Summary Details:**

The implementation information will be completed in the Central Office, following all approvals. Actions which require coordination between offices will be addressed by the Coordination Team, with approved implementation plans detailed in the Basis of Estimates Summary of Changes. Minor actions, not requiring an implementation plan, will be implemented immediately.

Effective and Obsolete dates will be coordinated with the effective/obsolete dates of the applicable specifications or standard plans. See Step 6 above for announcements that may be needed.

Project Specific pay items will be valid for the 6 month period (January-June or July-December) in which the project's letting date occurs. If the project's letting date changes, valid dates for Project Specific pay items will be updated upon request, unless a specification or standard plans change conflicts with the pay item.

Master File- Item Number, Financial Project Number, and Project Letting Date:
Project specific pay items will be activated upon approval and implementation.

For new or replacement pay item groups, the commonly used sizes, shapes or other pay item combinations may be activated upon approval of the specification/standard plans, without waiting for specific projects to request the items.

6.4 Generic Pay Items for Utility Work

6.4.1 Description

At this time, generic pay items are only available for utility work. Generic pay items are general-use pay items available for Utility Work that are defined by a pay item supplemental description on a project by project basis. They are intended to support one-time usage pay items or specialty situations where a standard pay item is not available, and for which it is not practical to create a new pay item. A single generic pay item number can be used many times, but only once per project/proposal; each time it is used the appropriate descriptive information must be included. ***Since these items are for unique situations, tracking of cost history for future estimation purposes is not necessary. If cost history might be helpful, consider requesting a new pay item.***

Coordinate with the District Estimates Engineer, as needed, to address contract issues when generic items are used on multiple projects or similar items within a contract.

6.4.2 Rules

The following rules apply in the usage of all **generic pay items, including duplicate Lump sum projects**:

- Must not be used if there is an existing pay item.
- Must not be used to violate or circumvent standard pay items. Must not be used to circumvent the approval process (for specification usage) on developmental items.
- Must not be used as a standard means to work-around a pay item that has been rejected for statewide usage by Central Office.
- Must not be used for sole-sourcing of materials/methods for items of work.
- Must not be used to circumvent the pay item request process if the pay item should be activated for statewide usage.
- Must be supported by a technical special provision and/or plan details; refer to 7.3 of the Basis of Estimates.
- Must be loaded under the appropriate project category (Utilities=700).

6.4.3 Roles

It is important that everyone involved in the pre-letting and post-letting processes understands and fulfills their respective responsibilities regarding generic pay items:

Designer – Designers are responsible for determining if a generic pay item is needed, developing the technical special provision (or ensuring it has been developed), and ensuring that all necessary details are included in the contract documents.

District Estimates Staff –The District Estimates Staff is responsible for updating the pay item’s description and unit of measure.

Central Office Project Review Team – The CO Project Review staff will perform a quarterly Quality Assurance review of generic pay items after the letting. They will not perform a Quality Control review of generic pay items prior to the letting.

The quarterly review will be completed as follows:

- Run the Pay Item Future Search report to determine if any generic pay items were used during the previous quarter;
- Check for proper details and plan notes in the contract documents;
- Check for correct information in Trns•port;
- Verify that the description of the generic pay item has a Supplemental Proposal Description, with unit of measure;
- Verify that generic items have been loaded in the correct category;
- Coordinate with the responsible design office if usage of generic pay item is questionable (usage does not appear to abide by the usage “Rules” as described in this document).

6.4.4 Process

The process that is to be followed when generic pay items are used is as follows:

1. District identifies work that is appropriate for a generic pay item, but must not violate the rules;
2. Designer includes all supporting details for the generic pay item in the contract documents;
3. Designer loads generic pay item via the Designer Interface, and supplies the District Estimates staff with the pay item supplemental description.
4. District Estimates staff loads supplemental description and units for generic pay item.

6.4.5 Quality Control & Quality Assurance

Quality Control: Districts assume all responsibility for proper usage of generic pay items. No approvals from Central Office will be required; no Quality Control reviews will be performed by Central Office.

Quality Assurance: Quarterly post-letting reviews of generic pay items will be performed by the Central Office Project Review team. The team will check for:

- Supplemental Proposal Description (clearly representing the item of work), with unit of measure, has been loaded; and
- Complete documentation (drawings and/or specifications) is included in the contract package.

The responsible Central Office Design personnel may be consulted to verify appropriate usage.

6.4.6 Pay Item Structure & Description

Generic pay items are structured as:

0000-AAA-BBB

AAA = Design Group/ Category (700 for Utilities)

BBB= Sequential Number that can be re-used

Note: Zeros are hard-coded; they are NOT blanks.

The default unit of measure for all generic pay items is ZZ. The actual unit of measure must be entered with the project-specific description being added at the end of the Supplemental Proposal (Pay Item) Description.

Example:

```
0000-700- 1  UTILITY DESIGN GROUP - GENERIC PAY ITEM 1 (UTILITY PIPE, F&I, DI/CI,  
            WATER/SEWER, 10" - LF)                ZZ
```

Description: The Supplemental Proposal (Pay Item) Description and unit of measure are

entered as follows:

By default, the Description field will be filled with the generic description that is associated with the pay item number in the master pay item list; the default unit of measure will be ZZ. While the designer may enter the pay item number and quantity, it is the District Estimates Office's responsibility to enter the Supplemental Proposal Description and actual unit of measure, as shown in parentheses in the example above.

Utility Pay Items: Generic pay items can provide greater flexibility for Utilities projects. They can be used to:

- Specify a pipe size when the standard pay item is for a size range:
- Break out fittings on items that normally have fittings included as an incidental cost of the pipe (pipe size less than 8”):
- Combine fittings into one pay item when the standard pay item does not include the fittings (pipe size greater than or equal to 8”).
- Separate payment for unique utility work or materials

6.5 Inactive Items

In an effort to remove unused pay items, those items not used within a 2 year period will be labeled as “inactive” and considered for temporary and/or permanent blocking.

Restoring inactive items will require that the Designer follow the instructions for requesting a new item, as standards or specifications may have changed.

If an inactive item remains unused for 3 years, the Estimates Office will recommend to the responsible office that the pay item structure be blocked. Once blocked, a pay item request must be submitted in accordance with 6.2, before it will be reactivated.

6.6 Pay Item Reviews

When a major specification or standards change is made, the responsible office is requested to review the pay item structure to ensure that the affected items meet the needs of Design, Construction, Maintenance, and other industries. Historical use and item averages are available, but should not be the only consideration.

As recommended with new items, the pay item structure ###-abc-def, should be used to define parameters as needed. Some factors to consider when reviewing the pay item structure:

a. What factors are most important to the Designer, Estimator, Supplier, Manufacturer, and/or Contractor? Can they be detailed in the plans? Are they included in the specification? Does it affect the price?

Note: Not all factors should be weighted equally. Sometimes the installation (labor) is more significant than the materials.

b. Are there standards/specifications for the item?

There may be 2 standard products and 8 “special” items. If the 2 standard items account for a significant percentage of applications, could the “special” items be combined under one “special” item?

Additional parameters which do not affect the price may be detailed in the plans; DO NOT create additional pay item structures for these parameters. Limited structures can be used to encourage price competition between products that perform similar functions and/or provide similar end results

6.7 Coordination Team (C-Team)

A team representing many Design & Construction Offices has been established to coordinate the review and implementation of various issues. By working together, the team is able to ensure that pay items, specifications, and standards, as well as supporting handbooks and manuals, are available in a timely manner- with a coordinated implementation plan. Design Representatives include the persons from Roadway, Structures, Specifications, Standards, and Estimates. Construction and Maintenance are also represented. When necessary, representatives from other affected offices are requested to attend.

Issues may be submitted by any office or representative, but are normally the result of changes to pay items, specifications, and/or standards. Each office’s representative is encouraged to keep the team informed of issues that may impact others. When proposing major changes to the pay item structure, specifications or standards, please coordinate with each office to determine/verify known or unintended impacts.

Issues brought to the attention of the C-Team will be evaluated and processed on a “case-by case” basis. Issues with minimal impact on others are noted, with little or no further C-Team activity. Issues with extensive impact may be assigned to a committee for further investigation. The result of C-Team activity should be a recommended implementation plan, complete with a brief history and resulting changes. Implementation will be scheduled to coincide with Specification, BOE, Standard, and Manual updates, when possible.

The State Estimates Office compiles information resulting from C-Team recommendations for the Summary of Major Changes included with each edition/update to the Basis of Estimates. Managers of the affected offices approve issues included in the summary. Overall approvals, from the Directors of the Office of Design and Highway Operations, are also included.

6.8 Developmental Pay Items, Project Specific Items, and Special Use Items

6.8.1 Developmental Pay Items

Developmental Pay Items are used with Developmental Specifications. See the ***Specifications Handbook*** for additional information.

When an item is recommended for implementation while details are under review (specifications, standards, policy, etc.) a developmental pay item may be assigned. Developmental items are intended for limited use, for a limited period of time, while the item is under review. A monitor is assigned for each Developmental Specification. Any problems or concerns with the Developmental Specification, from either Design or Construction, should be directed to the monitor.

Developmental pay item numbers are assigned upon project specific approval of the Developmental Specification. Requests, per the Specifications Handbook, must be through the District Estimates Office.

Upon completion of the review period for the specification, standard, and/or policy change(s), the monitor may recommend that a specification and pay item be activated for statewide implementation.

6.8.2 Project Specific Pay Items

Project Specific Pay Items are similar to Developmental Pay items; they are also monitored by the responsible Design or Construction Office. These items may be requested when an infrequently used item has a need for tracking, and specifications are project specific. Specifications for these pay items must be coordinated with the monitor. Examples of Project Specific Pay Items include research of geotechnical materials, asphalt surfaces, or new technology. Some of these items may become developmental items, as the research, monitoring needs, or number of projects continues to expand. Coordinate requesting use of these pay items with the District Estimates Office.

6.8.3 Special Use Pay Items

Special Use pay items are generally used to encumber funds. They are numbered as described in 6.8.1. Details for most of these pay items are found in the ***Construction Project Administration Manual (CPAM)***. Examples of special Use pay items include Lump Sum Contract, Partnering, Disputes Review Board, Speed and Law Enforcement, and Initial Contingency Amount. Note that some of the special use pay items are marked “do not bid” and/or contain pre-set prices.

Chapter 6 Revision History

11-1-20: Updated header dates for 2021 edition. Editorial changes to 6.8, to be consistent Specifications Handbook.

11-1-19: Updated header dates. Updated the pay item process and graphic. Renumbered section, as needed. Updated Generic Items, to limit applications to only Utility category work.

12-1-18: Updated header dates for 2019 edition.

10-30-17: Updated header dates for 2018 edition. Changed “Trial Pay Items” to “Project Specific”. Removed 6.10- Related Documents.

10-1-16: Updated header dates for 2017 edition.

2-1-16: Updated header dates for 2016 edition. Clarified difference between open/activating and new pay items in 6.2.

12-30-14: Updated header dates for 2015 edition. Corrected minor spelling and punctuation errors.

4-30-14: Updated header dates for 2014 edition. Added notes for Comp Books/Summary Boxes in 6.10. Updated hyperlinks.

2-20-13: Updated header dates for 2013 edition.

11-23-11: Updated header dates for 2012 edition.

10-17-11: Added Pay Item Process flowchart, with details about color paths. Updated 6.2 through 6.7 to refer to the flowchart processes.

4-21-11: Updated header date. Revised 6.5.2 regarding Technical Special Provisions and/or plan details to refer to 7.3 of the BOE. Revised 6.9 to detail differences between Developmental, Trial, and Special Use pay items.

11-22-10: Updated header dates for 2011 edition. Expanded 6.2 and 6.3 for e-mail requests.

3-10-2010: Updated 6.5.2 to expand generic pay item rules to duplicate LS projects.

12-9-2009: Inserted section 6.5 Generic Pay Items. Text is based on Estimates Bulletin 09-06, and the accompanying Guidelines for Usage of Generic Pay Items.

10-30-2009: Updated header dates for 2010 edition.

10-1-2008: Updated header dates for 2009 edition.

10-1-2008: Updated text to make the pay item request form optional. Complete information may be submitted by e-mail.